

**OFFICIAL MEETING MINUTES  
OF THE  
OFFICE OF EQUAL BUSINESS OPPORTUNITY  
GOAL SETTING COMMITTEE**

**JANUARY 3, 2024**

**WEDNESDAY  
3:30 P.M.**

**50 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL**

**MEMBERS:**

Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),  
Chair  
Keith Clinkscale, Division Director V, OFMB  
Richard Sena, Assistant County Attorney I  
Melody Thelwell, Purchasing Director, Purchasing  
Brenda Znachko, Division Director IV, Facilities Development and Operations (FDO)

**COUNTY STAFF PRESENT:**

Fanny Amini, Contract Analyst, OFMB  
John Dunnuck, Deputy Director, FDO  
Allen Gray, Manager, OEBO  
Megan Harp, Administrative Assistant, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Terry Newton, Small Business Development Specialist II, OEBO  
Angela Smith, Small Business Development Specialist III, OEBO

**PRESENT VIA WEBEX:**

Nicole Davis, Small Business Development Specialist I, OEBO  
Michelle DePotter, CEO, Associated General Contractors, FEC  
Kenisha James, Financial Analyst II, OEBO  
Daniel Joseph  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Christine Roberts-Kelly, OEBO Advisory Board Member  
Bob Schafer, OEBO Advisory Board Member  
Richard Sena, Assistant County Attorney II  
Ana Silva, Executive Assistant II, County Administration  
Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Javin Walker, OEBO Advisory Board Chair  
Angie Whitaker, Small Business Development Specialist II, OEBO

**ALSO PRESENT:**

Fenson Masse, Principal, Masse Consulting

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:  
Danielle Freeman, Deputy Clerk  
Jillian Zalewska, Deputy Clerk

**I. Call to Order**

The chair called the meeting to order at 3:32 p.m.

Ms. Harp called the roll.

**Present:** Melody Thelwell and Brenda Znachko

**Absent:** Keith Clinkscale and Tonya Davis Johnson

**Via Webex:** Richard Sena

(CLERK'S NOTE: Allen Gray acted as meeting chair in Tonya Davis Johnson's absence.)

(CLERK'S NOTE: Fanny Amini attended the meeting in Keith Clinkscale's place.)

**II. Adoption of January 3, 2024, Agenda**

**MOTION to adopt the agenda. Motion by Brenda Znachko, seconded by Melody Thelwell. By way of a roll call vote, the motion carried 4-0.**

**III. Approval of December 20, 2023, Minutes**

Revisions to the minutes were requested as follows:

- addition of Brenda Znachko's name to the list of committee members;
- addition of the word "currently" under Project 1 on page 2; and
- correction of Angela Smith's title from Small Business Development Specialist II to Small Business Development Specialist III.

**MOTION to approve the minutes as amended. Motion by Brenda Znachko, seconded by Melody Thelwell. By way of a roll call vote, the motion carried 4-0.**

**IV. Review of Projects**

Project No. 17204 Canyon District Park – Phase 2 – FDO

Ms. Znachko provided details about the project. She stated that the recommended mandatory minimum SBE subcontracting goal for trade contracts for Phase 2 of the

project was 20 percent with 5 percent of that goal being fulfilled by African American- or Hispanic-owned firms.

Ms. Kyle said that OEBO agreed with the recommendations.

Mr. Gray solicited questions from the members and attendees.

Mr. Schafer noted that for the three items comprising 75 percent of the project cost, eight of the eleven available contractors would need to participate to meet the stated goal. He inquired if anyone had contacted the eligible contractors to determine if they planned to bid on the project.

Ms. Znachko explained that subcontracting opportunities existed in other categories.

Ms. Kyle said that second and third tier SBE participation was permitted.

Discussion continued regarding the subcontracting goal for the project.

Ms. Thelwell requested a complete listing of all available firms to determine if there was overlap among categories.

Ms. Kyle stated that there would be some overlap and explained that SBEs were certified according to trade, whereas non-SBE firms could register for any trade.

Mr. Schafer shared additional comments about the feasibility of meeting the recommended goal.

Ms. Znachko discussed the waiver process.

**MOTION to apply the recommended API of mandatory SBE subcontracting of 20 percent of which 5 percent would be African American or Hispanic American. Motion by Brenda Znachko, seconded by Melody Thelwell. By way of a roll call vote, the motion carried 4-0.**

**Citations: 2-80.27(1)c and 2-80.27(2)b**

## **V. Old Business**

Changes to the committee membership were discussed.

## **VI. New Business**

No new business was discussed.

## **VII. Committee Comments**

No comments were made.

**VIII. Director's Comments**

The director was not present.

**IX. Public Comment**

There were no public comments.

**X. Adjournment**

**At 3:55 p.m., the chair declared the meeting adjourned.**